



The TRF Transmittal Form

You can now submit your quarterly (or anytime) contributions to The Rotary Foundation in just a few “clicks” of the mouse.

This function lets you complete the “form” using the Member’s information from the database. This eliminates the tedious job of entering their RI ID# and Name data for every member making a contribution. This is very helpful for making those “sustaining member” contributions on a quarterly basis.

You can enter a “default amount”, such as \$25, and everyone in the list is populated with the default amount. Then, you can make any “overrides” necessary to indicate a member gave more or less than the default entry. In addition, a Club contribution amount can be entered at the bottom of the club member list.

Then, the system “totals” the Amount of all the entries, and lets you specify the category that should be credited (such as Annual Programs Fund or PolioPlus). Then, when the **PROCESS** button is clicked, it prints out the donors list, *ready to mail* to TRF; just attach the **check** for the amount being contributed.

Step 1: Select Club Reports

After logging into the District and Club database (**DaCdb**), just click on the **MyClub** tab. Remember, everything for a CLUB is done on the **MyClub** screen. Then, scroll down to Section 3 (to the top of the Membership roster), and click the Club Reports button.



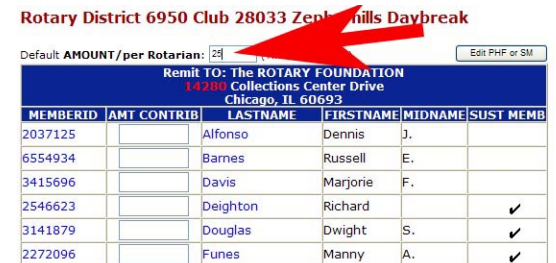
Step 2: Select the TRF Report



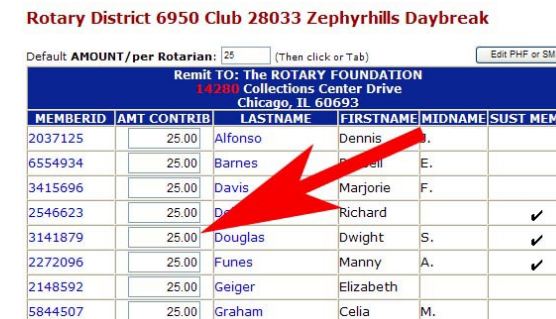
Step 3: RUN/View on Screen



Step 4: Enter \$25 default amount



Step 5: ALL Members with \$25



Step 6: Process and Print

This step prints the “form” and also e-mails it to the club president, club foundation chair, and to the district foundation chair.

